

## **Privacy and Confidentiality Policy**

(Approved December 3, 2007)

### **Library Records Considered Confidential**

The policy of the Lititz Public Library is to preserve the privacy of its circulation, borrow registration and patron usage records and to treat them with confidentiality.

Title 24, Chapter 16, Article IV [24 P.S. § 4428 (2001)] of the Pennsylvania Statues states: *Records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or the library of any university, college, or educational institution chartered by the Commonwealth or agency operated in connection therewith, shall be confidential and no be made available to anyone except by a court order in a criminal proceeding.*

Pursuant to this statute, and as recommended by the American Library Association and Pennsylvania Library Association, the Lititz Public Library recognizes the following information as confidential in nature:

- Circulation records, including but not limited to titles and number of items checked out, held on reserve, overdue, or borrowed from another library through interlibrary loan;
- Borrower registration records that are prerequisite to issuing library cards and permitting individuals to borrow library materials;
- Computer traceable or stored information of records of what library patrons viewed on the Internet while using the library's public-access computer terminals.

The above-cited records may be revealed only as follows:

- To the individual named in the record;
- To the parent or legal guardian of a minor (defined as any person below the age of 18), the party made financially responsible for damages or losses to the library caused by the minor;
- In accordance with section titled, *Surrender of Records* below.

### **The USA Patriot Act**

On October 26, 2001, the President of the United States signed a congressionally-approved law entitled the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act, commonly known as the USA Patriot Act. Among its provisions, Section 215 of this law:

- Authorizes the Federal Bureau of Investigation (FBI), or any police department deputized by the FBI, to compel immediate production of records from a library, including circulation, borrower registration and Internet usage records, even without showing probable cause;